WILLOW SMITH

CITY, STATE ZIP CODE   
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**PROFESSIONAL SUMMARY**

This chronological resume format is perfect for seasoned professionals who have a history of career advancement. This resume type is considered the ‘gold standard' by recruiters because it puts experience first. In this summary section, list in two to three sentences explaining why you're the right person for the job. Emphasize important skills you possess and your best career accomplishments. Remember, this is usually the section hiring managers spend the most time on, so it should be both succinct and customized to the job posting. For more summary writing tips, see our How to Write a Resume Summary article.

**WORK HISTORY**

Company

Position // City, State // April 2013 to Current

* Work backward, with your current or most recent job first.
* Articulate your value to the employer with callbacks to their job posting.
* Example: “Ordered medicines daily to ensure compliance with demands and needs."

Company

Position // City, State // August 2009 to January 2013

* Use numbers (like dollars and percentages) in this section because those relevant metrics help employers quickly see the results of your accomplishments.
* Highlight skills and tasks that relate to the job you're applying to.
* Show how you have learned from past experiences.

Company

Position // City, State // August 2005 to March 2009

* If you're switching career fields, emphasize your “transferable skills” that can fit within the new industry.
* Example: “Implemented server systems and coordinated with 53 staff members to provide secure network access.”
* For more tips on what to include in the work history section, visit our page on crafting a Work Experience Section.

**SKILLS**

| * Review the job posting and list here the key skills you have that match the job description. * List the key skills that didn’t fit anywhere else on the resume. | * Present a combination of technical skills (knowledge and abilities needed to perform specific tasks), hard skills (teachable and measurable abilities) and soft skills (personal attributes). * For recommendations on top skills and how to use them, visit our skills page. |
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**EDUCATION**

Degree Obtained - Field of Study

School Name // City and State Where The School Is Located.

Certification or Additional Training: Field of Study

School Name – City and state where the school is located